



STATE OF WASHINGTON
DEPARTMENT OF LICENSING
GEOLOGIST LICENSING BOARD
MEETING MINUTES
SPECIAL BOARD MEETING

DATE: May 9, 2006
TIME: 9:00 am
LOCATION: 405 Black Lake Blvd
1st Floor, Conference Room 102
Olympia, WA

Members

Present: Jeff Randall, Vice Chair
Ron Teissere, Secretary
Ken Neal, Member
Reese Hastings, Member

Staff

Present: Joe Vincent Jr., Administrator
Elizabeth Stancil, Secretary Administrative
Brett Lorentson, Management Analyst
Martha Lantz, AAG

OPEN SESSION

1. Call to Order 9:06

1.1 Introduction of Visitors

Geologist licensee, Nancy Sturhan, was introduced.

1.2 Order of Agenda

MOTION: It was moved by Mr. Hastings and seconded by Mr. Neal to accept the agenda. Motion Passed.

1.2 Review of Action items and Approval of Minutes: March 6, 2006 meeting

The Board members pointed out that the officer titles next to their names were incorrect.

ACTION: Board staff will correct the officer titles of the Board members and update this information on the website.

Action items were reviewed and there was some discussion on the status of a master action item list.

ACTION: Board staff will send a master action item list out to Board members. This list will include the most recent items, past uncompleted items, item status and target completion date.

1.3 Review Communications

Mr. Vincent included correspondence from ASBOG regarding their intent to engage James M. Holloway, CPA, to assess ASBOG's financial condition.

2. Hearings/Rule Adoptions/BAP Appeals/Public Presentations

ACTION: Board staff will adjust the future agendas to show the Public Presentation portion as it's own category.

CLOSED / EXECUTIVE SESSION

3. Complaint / Investigations

No Business

4. Legal Issues and / or Deliberation

No Business

OPEN SESSION

5. Disciplinary & Investigation Items

5.1. Action on Proposed Board Orders/Stipulations

Board staff passed out the Disciplinary report to the Board members.

ACTION: Board staff will add a category for Brief Adjudicative Proceedings (BAP) on the Disciplinary Report.

5.2. Action on Complaints/Investigations

No Business

5.3. Staff Report on Hearings Schedule

No Business

6. Assistant Attorney General's Report

- Discussion on Model Ethics Rules

A discussion was held last October at the Ethics training in regard to Board members having financial relationships with other licensees. The Executive Ethics board was already aware of this issue and came up with a memorandum on Model Ethic Rules, and recommends that Boards adopt these into their WACs. Ms. Lantz stated that adoption and application of the rules are the best defense against potential ethical questions surrounding business relationships between Board members and licensees. Ms. Lantz recommends that the Board adopt rules after tailoring them to meet the Board's needs.

ACTION: Ms. Lantz will forward a copy of the original opinion to the Board members per Mr. Hastings request.

MOTION: Mr. Teissere moved and Mr. Hastings seconded that the Board should ask DOL to file a CR 101. Motion passed.

ACTION: Board staff will file a CR 101 pre-proposal statement of inquiry to open all rules to accommodate the possible changes discussed in today's meeting.

ACTION: The Rules Committee will work on a draft for the model rules # 2 and 3 and will bring their draft to the next board meeting in August.

Ms. Lantz discussed the attorney client privilege with the Board that occurs in closed sessions. However, when a Board member seeks legal advice or discusses legal matters during a public meeting with Ms. Lantz the information becomes public information. In addition, the Board member has waived the attorney client privilege.

7. Committee Reports

7.1 Investigation and Enforcement Committee

- Disciplinary Flow Chart

Mr. Vincent informed the Board that he has a final draft on the disciplinary flow chart.

ACTION: Board staff will provide this electronically to the Board members and add it to the website.

7.2 Rules Committee

Mr. Neal suggested that the website be fixed to reflect that the licensing fees have been suspended, not reduced which is what it currently states.

There was a discussion in regard to when to use a stamp seal and 308-15-075(b) was referenced.

ACTION: Rules committee will draft edits WAC 308-15-075 to have "preliminary" removed.

7.3 Exam Committee

7.3.1 Psychometric Services Contract Status

The contract is currently with Hertz HZ Assessments to be signed. It will be signed and returned to Board staff shortly. The contract is crafted for the Hydrogeologist task analysis to start this summer, and the Engineering Geology next year. It is anticipated that Oregon will partner on the Engineering Geology work and the contract with HZ assessments is crafted to take the possibility into account.

7.3.2 Council of Examiners Meeting Report

Mr. Neal passed out a sample of the ASBOG FG and PG Test Blueprints for March 2006 and October 2006. These blueprints show the changes that have been made through the task analysis.

There have been many complaints in regard to the hydrogeologist emphasis portion of the exam. It was decided to eliminate the time-spent part of the task analysis and instead deal with the importance of the issue. Each task was rated on its importance and the average time spent on it. The task analysis showed that it is supposed to be a geology exam but most of the focus and time was spent on the hydrogeology portion. The analysis also included in it the importance factor of the non-licensed academics.

Mr. Neal shared that the COE Travel Survey is being sent out to all administrators.

ACTION: Mr. Vincent will complete the ASBOG COE Travel Survey.

7.4 Communications Committee

- Newsletter

Ms. Gardiska-Shepard asked that the newsletter article deadline be extended to the May 23rd because she has not received all of the articles that were assigned.

ACTION: Board members will submit articles to Ms. Gardiska-Shepard by May 23rd to be included in the final draft of the newsletter.

It was recommended that we get the newsletter sent out on the same dates each year. The Board decided that these days would be July 1st and January 1st. It was also suggested that we create a template to use in each newsletter that includes standard topics that will go out in each publication. It was suggested that we include a table to show (without names) statistics on disciplinary or complaint investigations.

ACTION: Board staff will create a template for standing articles. They will also create a timeline for development of future newsletters.

7.5 Engineering Geologist Report Guidelines Committee

- Status Report

This committee met in November and created an outline and separated the outline topics between the committee members. Each member provided a written piece on their assigned topic, and Mr. Neal went through and did a copy paste to create a document for the Board.

After they make some small corrections, the committee will need to know what the next step is. Mr. Neal asked if it should be put on the Listserv as a draft for public review. It was suggested that they send it to a targeted audience instead of using Listserv.

ACTION: Mr. Neal will email the Guidance for Preparing Engineering Geologist Reports document to Board staff with a cover memo for providing comment and feedback. Board staff will make a direct mailing to all Engineering Geologists.

Ms. Lantz added that we should be thinking about who will be using this and how the Board plans to use this document.

8. Board Administrator's Report

8.1. Board Operations

8.1.1. Administrative Matters/Legislation

- Recruitment of new Board member status

The Director of the Department of Licensing requested the development of a screening tool to assist in finding out more about the applicants for director appointed positions. She feels that we need to know more about our applicants. A questionnaire will be sent out to applicants soon and the answers will be compiled and reviewed. Questions will be asked about their knowledge of regulation and other board responsibilities. This will help to get more information than we would from their letter of interest.

Brett Lorentson is working on the questionnaire and he may look to the current Board members to help compile questions for the applicants.

Mr. Vincent expressed that we need to make sure to ask good questions and attract people that are willing to be committed and give the required time to the Board. Suggested examples or topics included: experience in working or dealing with work for others, specialty questions, time commitments, and potential conflicts of interest.

8.1.2. Financial Report

Mr. Vincent provided a financial report to the Board and included a revenue expense summary report in the board packets for review. .

Previously, the data was not being fed into the report tool accurately. Mr. Lorentson worked with the budget office and corrected the tracking of dollars and transactions which produced a clearer revenue-expense picture.

8.2. Business and Professions Division

Ralph Osgood is the new Assistant Director. He comes to us from the Department of Revenue. He is also the Mayor of Tumwater.

8.3. Department of Licensing

Handouts were provided to show the agency's new Mission and Vision statements.

Vision: Department of Licensing: One Vision, One Voice – Excellence every time

Mission: Great people, great service, working together for a safer Washington.

In late August or September there will be a new website containing a new layout for better use of space, more links, surveys, etc.

8.4. Board / Staff Travel

8.4.1. Pending requests

- Brett Lorentson, LXR TEST Training, Pawley's Island, SC, May 22 – 24, 2006

Mr. Lorentson is scheduled to attend the LXR training at the end of this month. This will help all of us to have someone on staff that knows the system.

8.5. Other Items

- Statistics

No Business

9. Old Business

- Review Summary of Files Approved for Licensure

A summary was provided in the packet for board members.

10. New Business

- Discussion on license to practice in a specialty

The Board engaged in a discussion regarding the point at which a licensed geologist is practicing in a specialty to a degree that would require a license, and the need for the licensee to recognize the point at which they are practicing outside their area of competence and credential. The Board agreed that it is incumbent upon the licensee to recognize these instances or risk action against their license should the Board receive a complaint bringing into question the scope of services provided and the actual license held.

The Board discussed the need to inform consumers and regulators about the various services appropriate for each level of licensing.

It was decided by the Board that no changes will need to be made to the laws or rules at this time.

11. Other Business

11.1. Action Items from this Meeting

All action items were reviewed.

11.2. Agenda Items for next Meeting

Travel Requests
ASBOG COE Travel – Utah

12. Adjournment

Mr. Randall adjourned the meeting at 2:26 p.m.

Submitted by: _____
Joe Vincent Jr., Administrator

Date _____

Approved by: _____
Jeff Randall, Vice Chair

Date _____